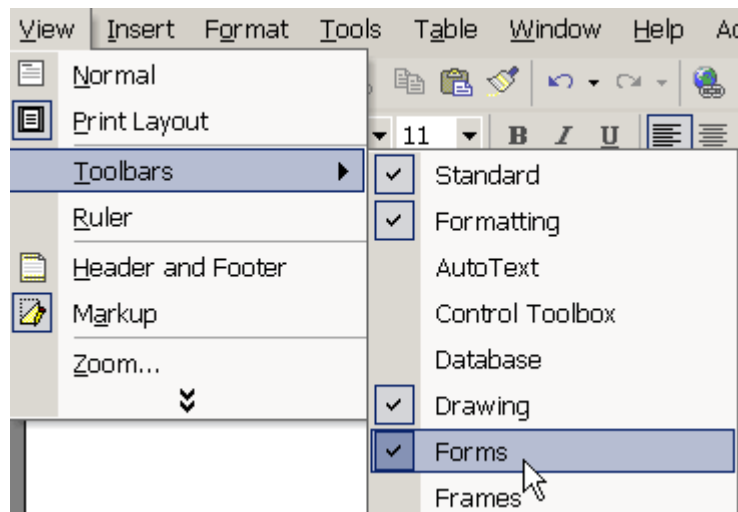


How to Make Microsoft Word Forms

I'm often asked how to make the little checkboxes in Microsoft Word forms. Take it from me--it's a snap. Let me show you how.

1. Open your Word document or create a new one.
2. Click **View, Toolbars** and check **Forms**.



3. Notice the icons for the forms.



Move your cursor over the icons to see what they do. The first three icons are used to insert text form field, a check box form field and a dropdown form field.

4. Let's experiment. Move your cursor to the spot in your Word document where you want to insert a form field. In this example, the **Text Form Field** was added after the word "Name."

Name:

5. Next, insert a **Check Box Form Field**. In this example, the check box appears after the gender.

Female:

Male:

6. Insert a **Drop Down Form Field**. In this example, the drop down form field appears after the word "Size."

Size X-small

7. Click the **Form Field Shading** icon to remove the gray shading from the form field.
8. Click the **Protect Form** icon.
9. Save your document. The users will only be able to enter information in the forms.